

**REPORTING LAW-ENFORCEMENT INVESTIGATIONS OF STUDENTS
AND EMPLOYEES**

If and when representatives of law-enforcement agencies (e.g. Worcester Police, State Police, Federal Law Enforcement Agencies, etc.) attempt to come into your school and speak with a student and/or employee, you must inform the Superintendent's office about this activity **PRIOR** to allowing the law enforcement agency to enter the building, unless there is a health or safety emergency.

When such a situation occurs, please call Robert Pezzella, School Safety Director, who will notify me and your Manager of Instruction and School Leadership. Please identify the law-enforcement agency and the individual with whom the law-enforcement officials have spoken.

If the law-enforcement officials have removed or arrested the individual or individuals, please indicate that also.

In accordance with Worcester Public Schools Student Record Policy and state laws and regulations (*603 CMR 23.00 et seq.*):

1. Unless directed by the Superintendent, District personnel shall not share student record information, including immigration status, with any immigration law enforcement official or agent.
2. All requests for student records or student record information documents by ICE or INS should be forwarded to the Superintendent, who may consult with the District's legal counsel to determine if the documents can be released.
3. Principals may remind families of their right to opt out of disclosure of student directory information, which shall include student name, address and date and place of birth.

Access to School Premises

Because an ICE or INS visit may severely disrupt the educational setting, any request by ICE/INS to visit a school site should be forwarded immediately to the Superintendent's Office for review **before** a decision is made to allow access to the site.

If immigration law enforcement agents arrive at your school building, Principals shall take the following steps:

1. Do not allow the agents into the school building until instructed to do so;
2. Request identification from the agents and a copy of any judicial warrant;

3. Immediately contact the Superintendent's Office and Robert Pezzella for further instructions.